Brigade S-1 Operations Course

Human Resources Systems Week
Demonstrate the Total Officer Personnel Management Information System (TOPMIS II)
Lesson Plan

TERMINAL LEARNING OBJECTIVE

Action: Demonstrate Total Officer Personnel Management and Information System (TOPMIS II) Functions

Conditions: In a classroom environment given internet connectivity, a computer with CAC capability, access to the training database, practical exercise and an awareness of the Operational Environment (OE) variables and actors.

Standards: To meet the standard the student must obtain a score of 80% or higher on a performance- based exam, that includes the following learning activities:

1. Demonstrate TOPMIS Desktop Functions
2. Perform TESS Search Functions
3. Perform TOPMIS II Applications
4. Perform Query Functions

HR Systems Checklist

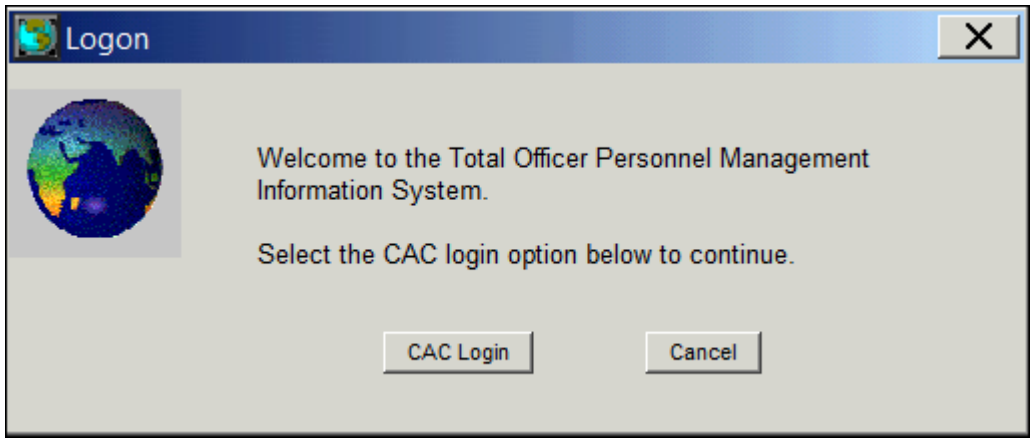
- All CITRIX accounts will be setup with AKO IDs, but login will be CAC enabled
- Login through the HR Systems dashboard using AKO ID and password.

  Student Login:
https://ako.ssi.tradoc.army.mil/TDD/CTETD/ETB/TI/HRES/SitePages/HR-Enabling-Systems.aspx

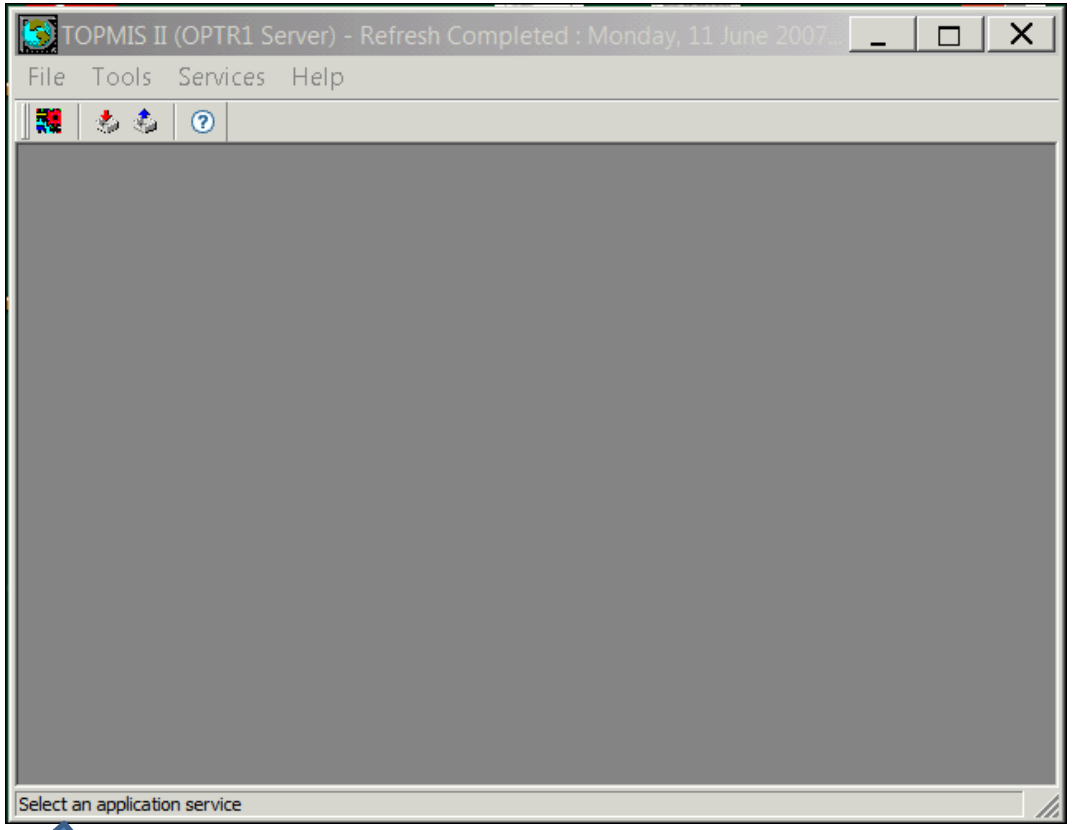
- TOPMIS II is CAC only login

ACCESS TOPMIS II

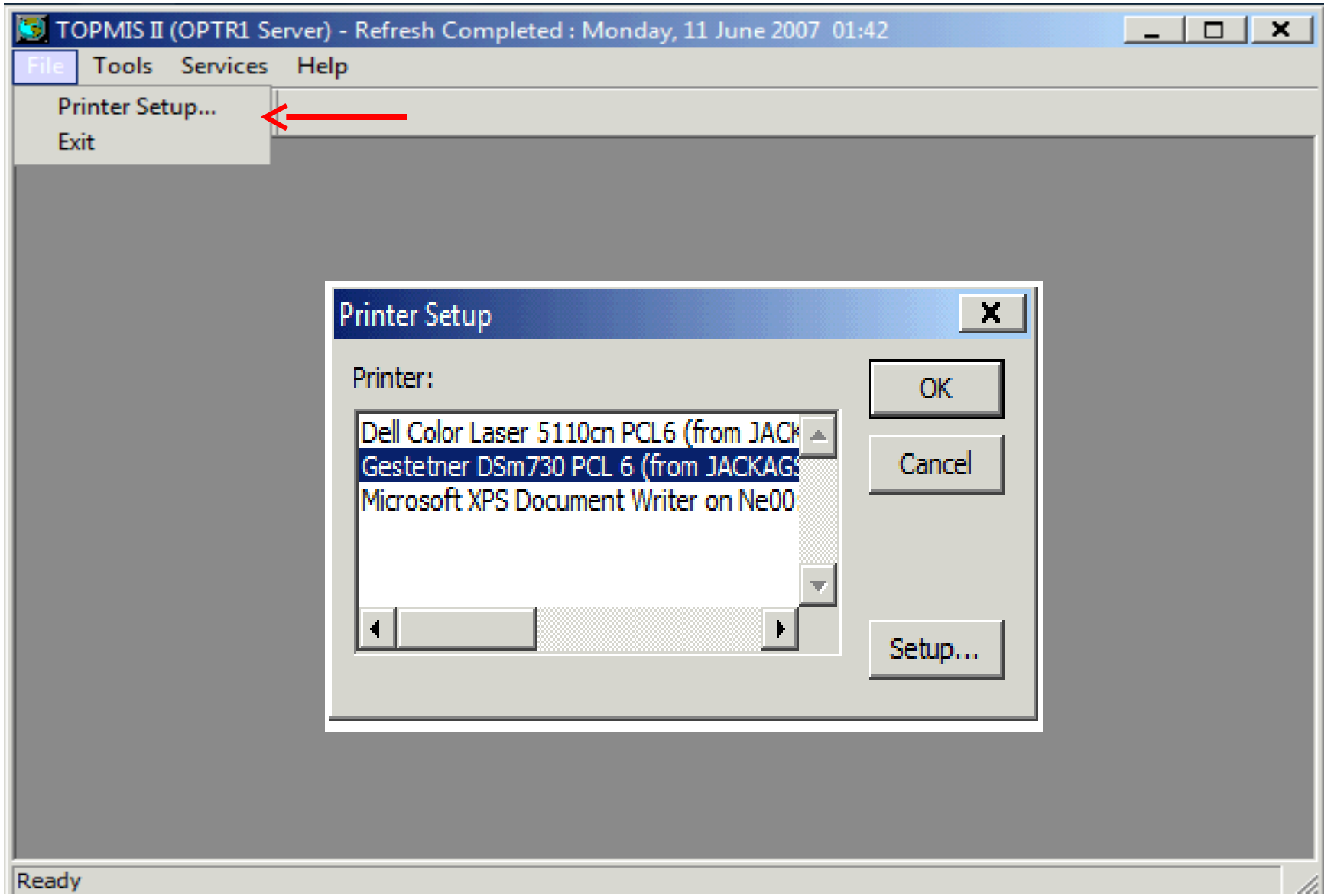
CITRIX Icon


Logon
Welcome to the Total Officer Personnel Management Information System.
Select the CAC login option below to continue.
CAC Login
Cancel

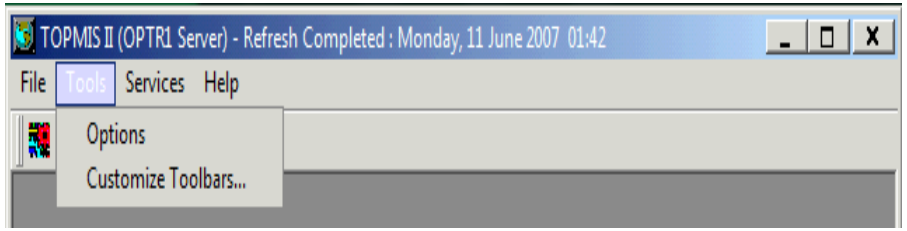
Main Screen

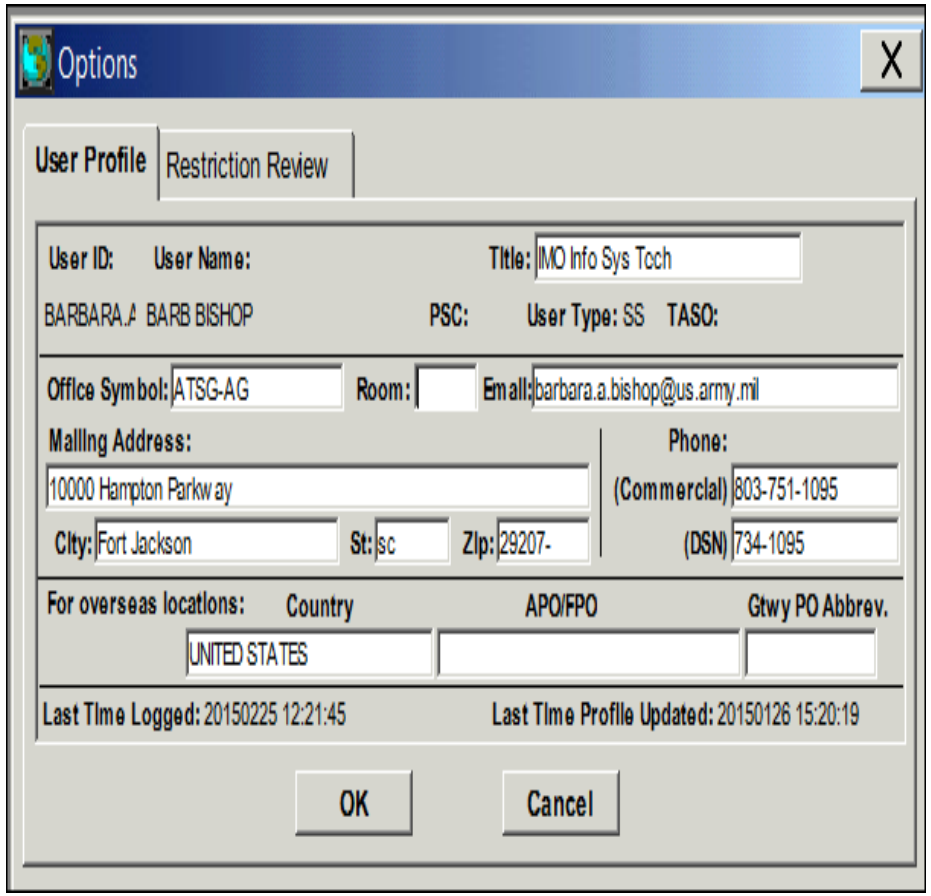


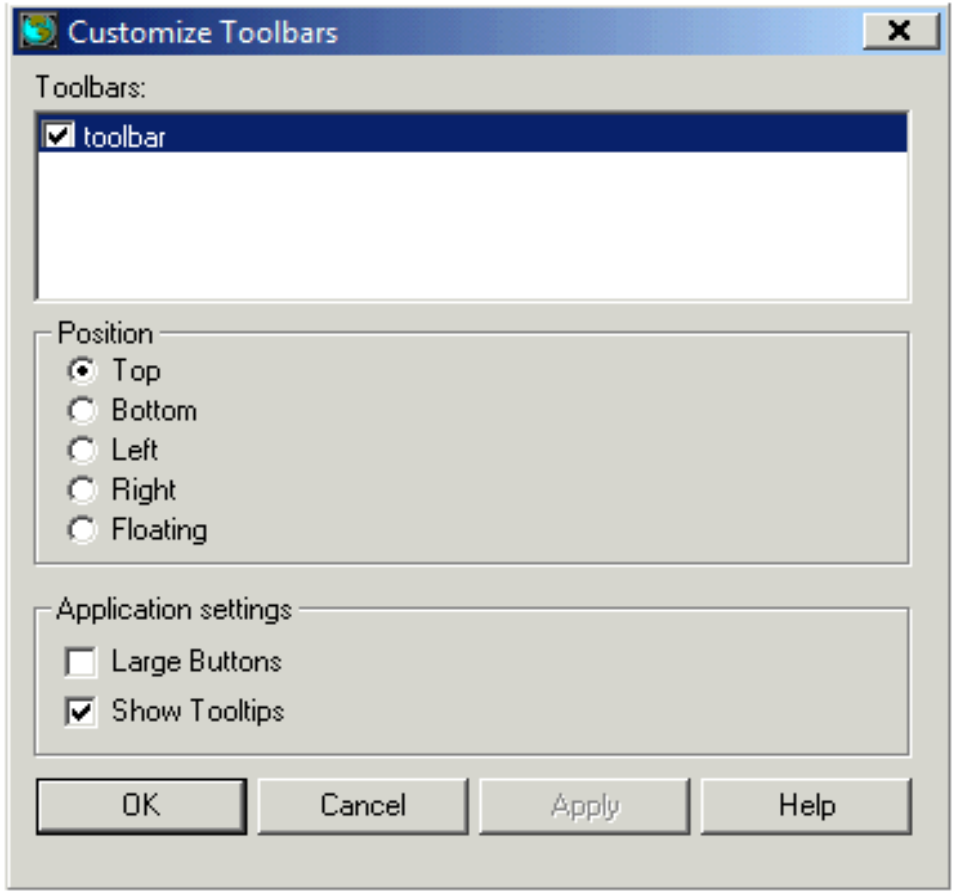
PRINTER SET UP



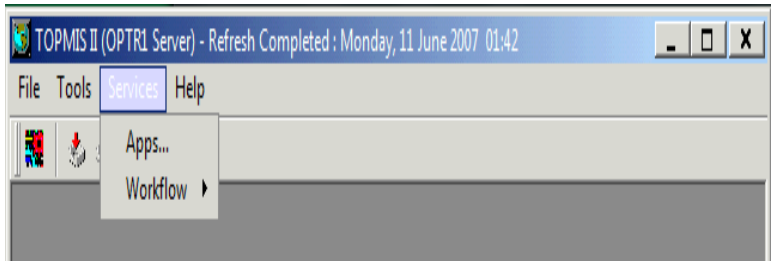
TOOLS OPTION

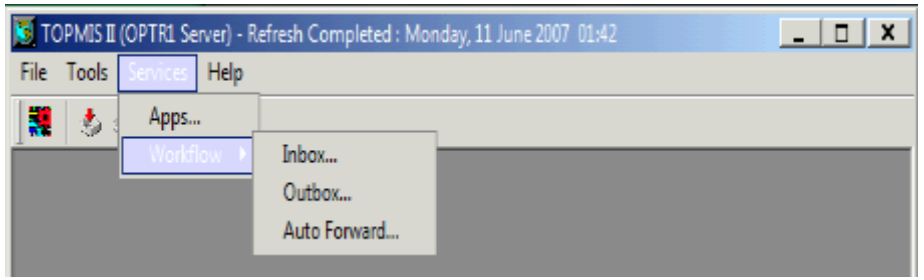


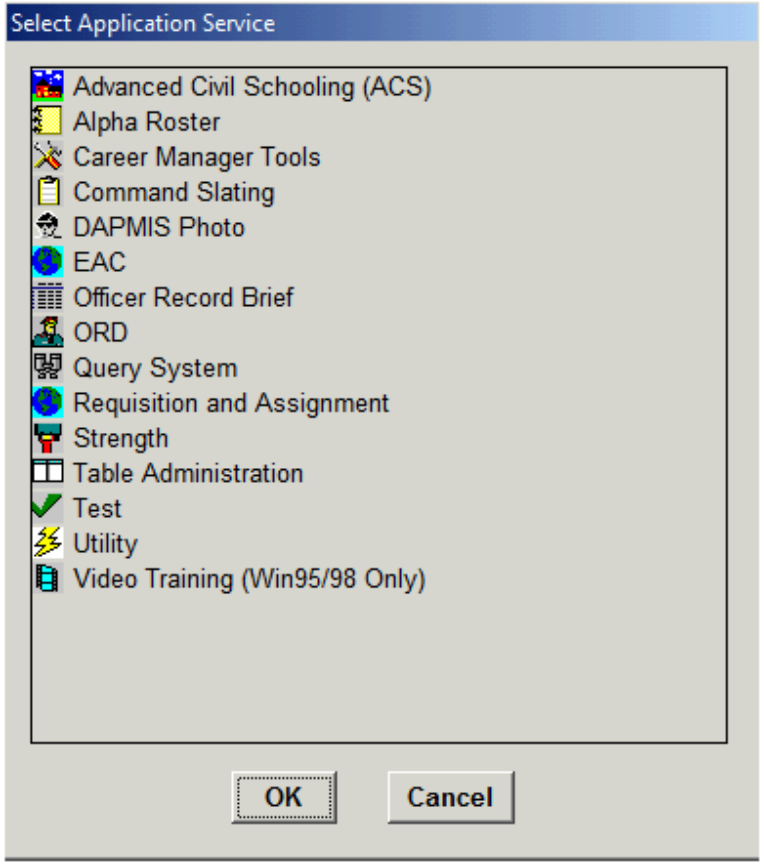


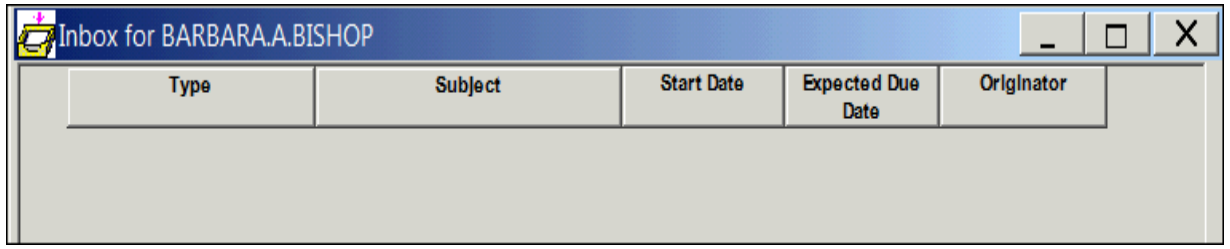


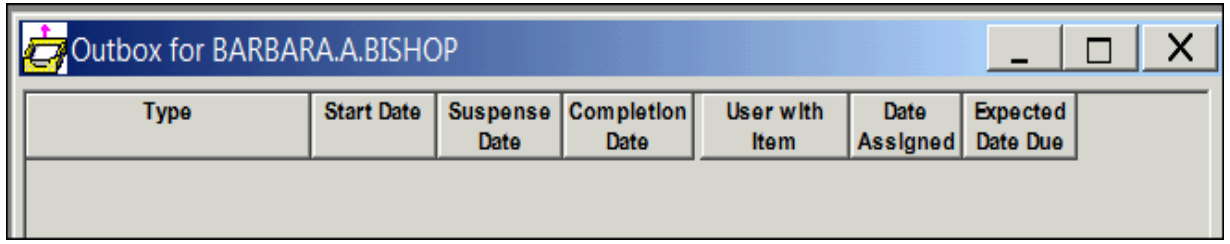
SERVICES OPTION



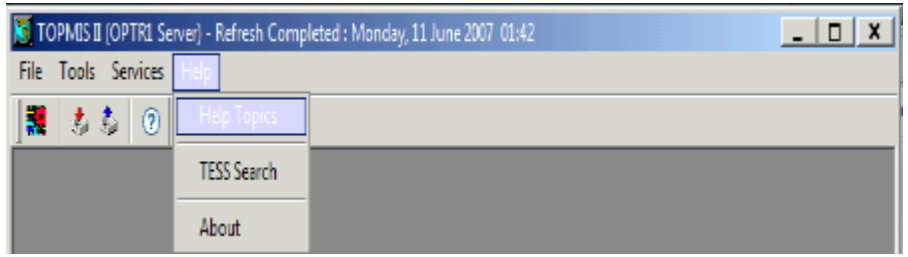


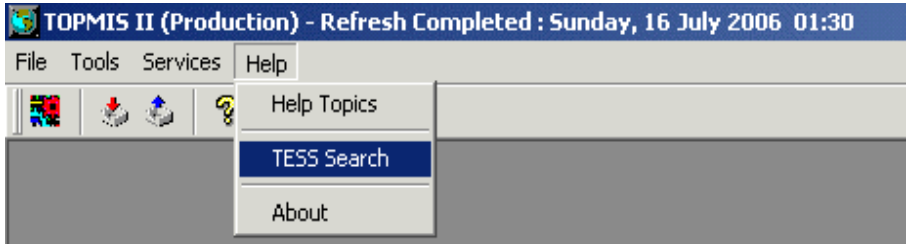


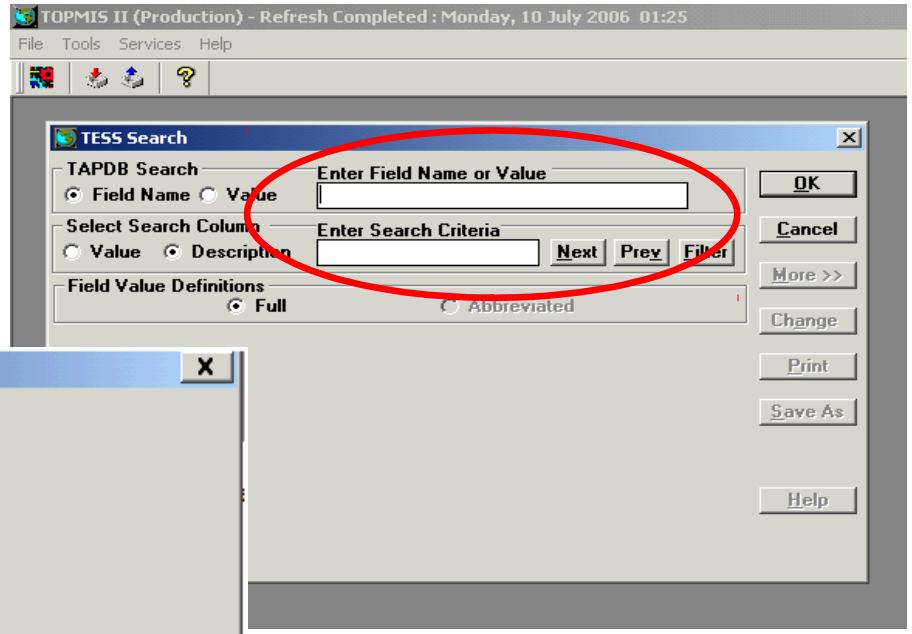


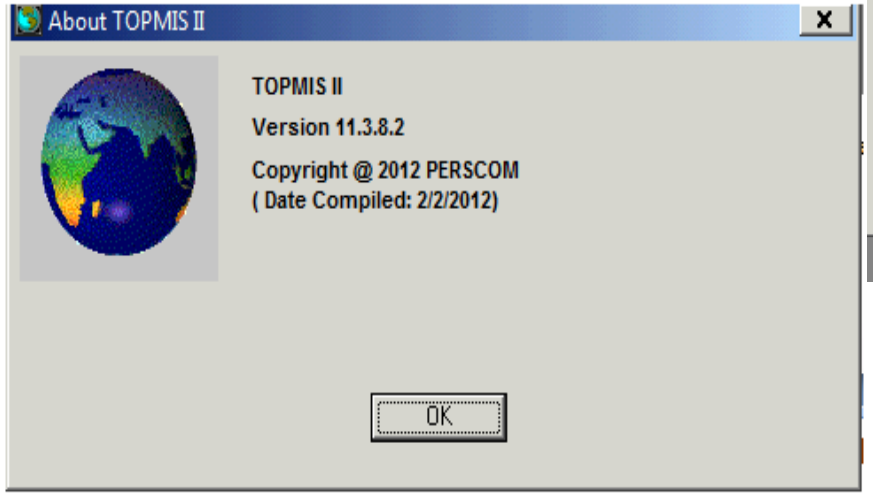


HELP OPTIONS

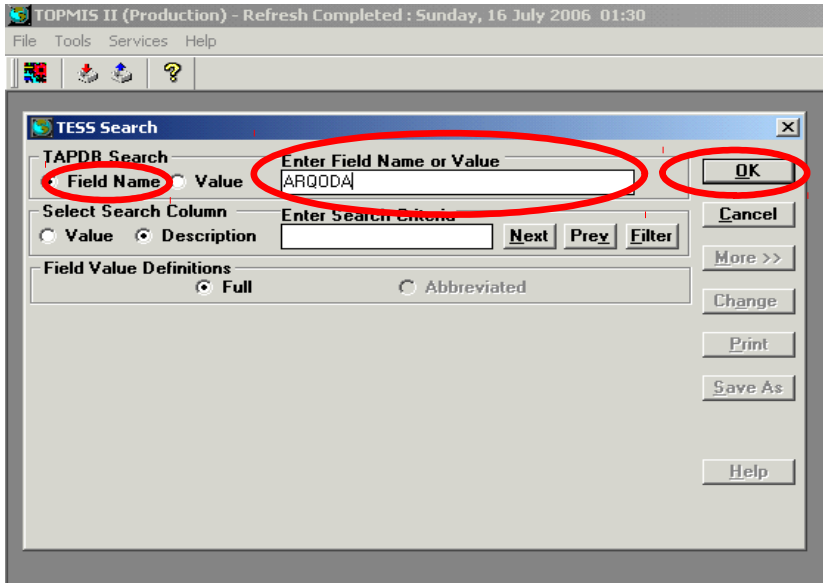

TOPMIS II (OPTR1 Server) - Refresh Completed : Monday, 11 June 2007 01:42
File Tools Services Help
Help Topics
TESS Search
About

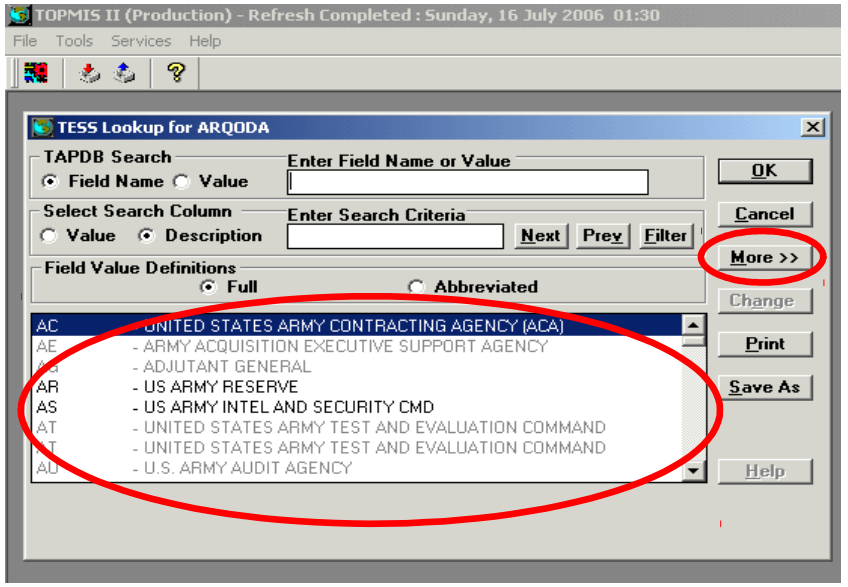

TOPMIS II (Production) - Refresh Completed : Sunday, 16 July 2006 01:30
File Tools Services Help
Help Topics
TESS Search
About

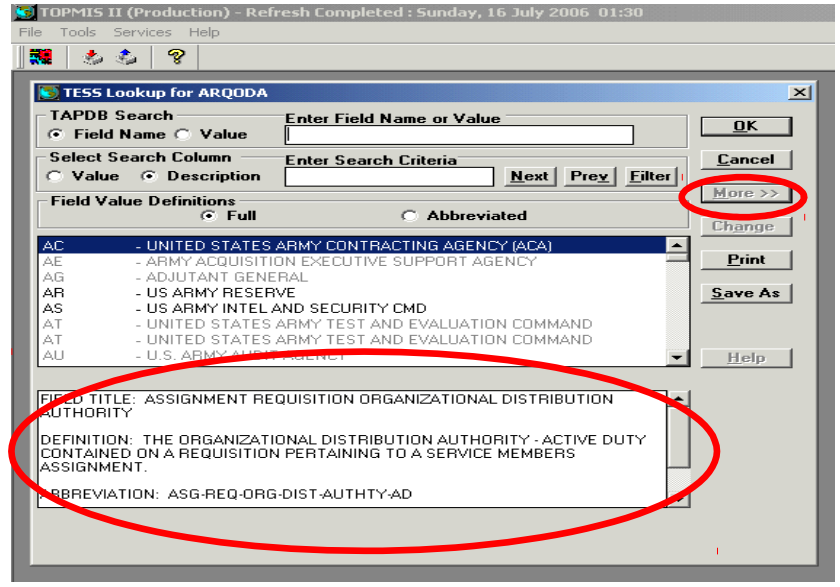




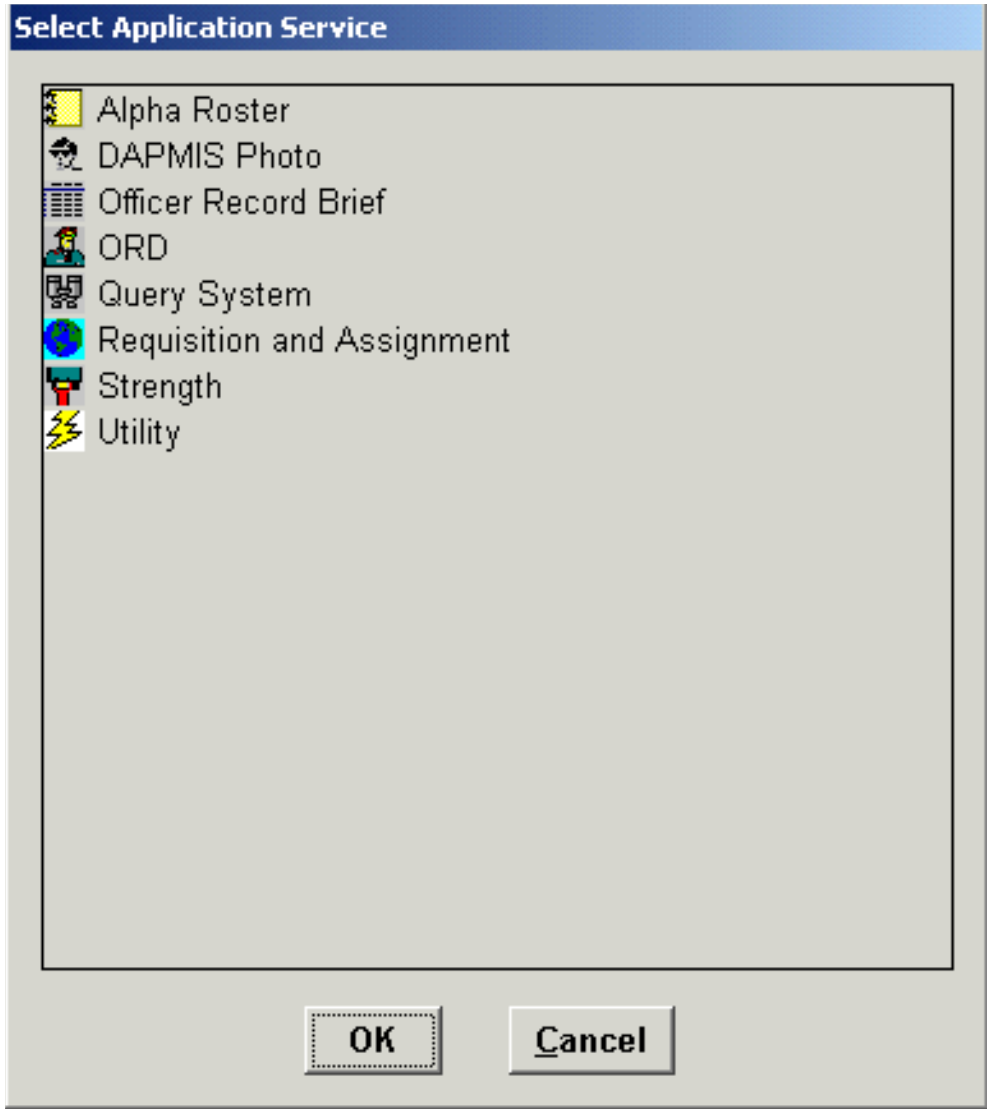
FIELD NAMES AND VALUES



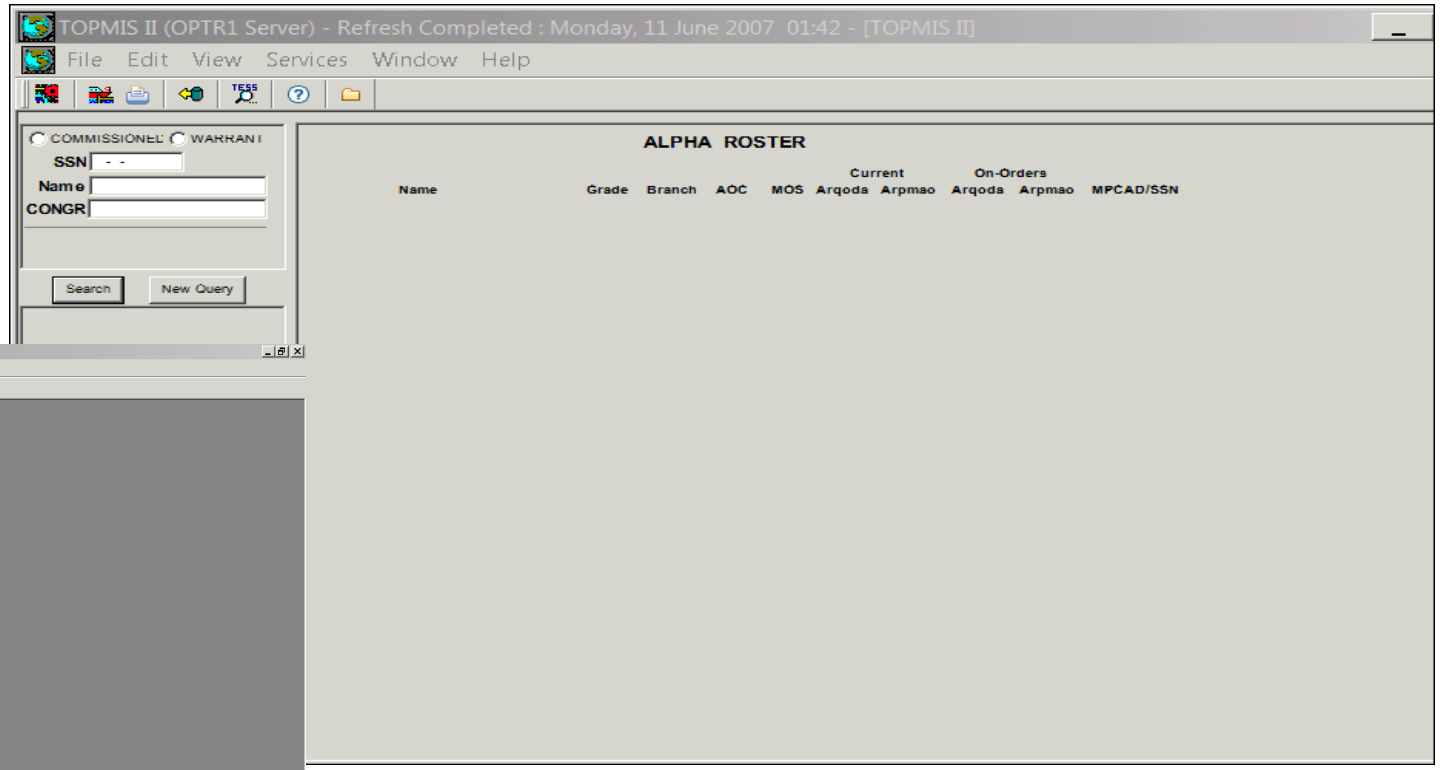


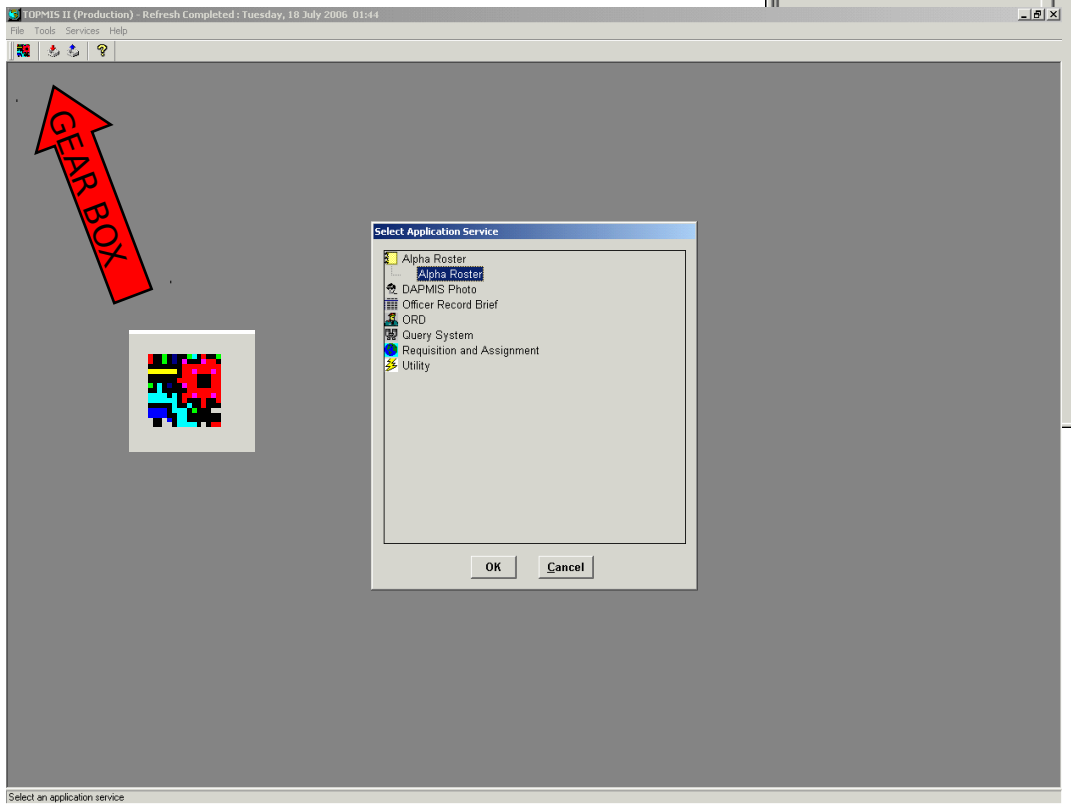


TOPMIS II APPLICATIONS

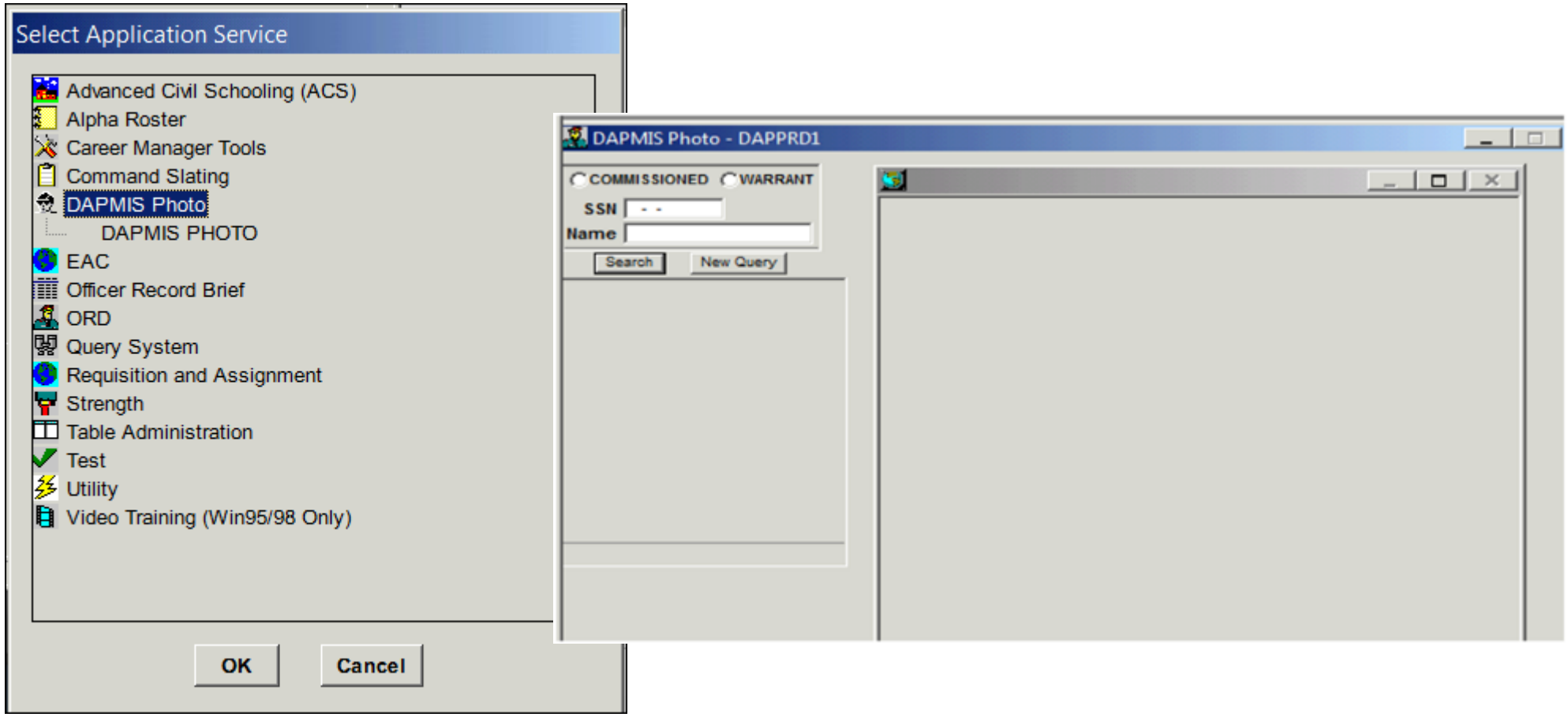


ALPHA ROSTER

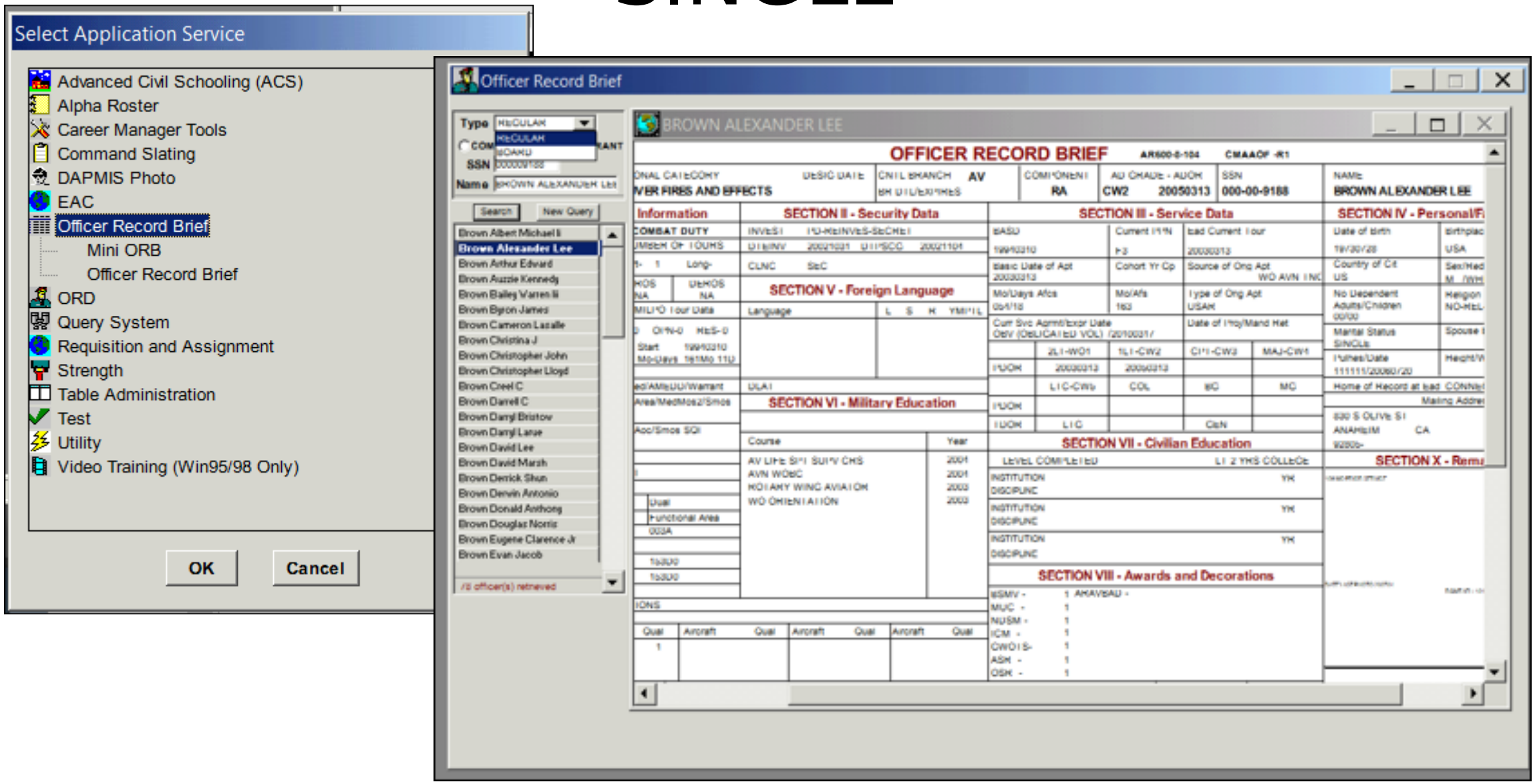

TOPMIS II (OPTR1 Server) - Refresh Completed : Monday, 11 June 2007 01:42 - [TOPMIS II]
File Edit View Services Window Help
COMMISSIONED WARRANT
SSN
Name
CONGR
Search
New Query
ALPHA ROSTER
Name Grade Branch AOC MOS Current Arqoda Current Arpmao On-Orders Arqoda On-Orders Arpmao MPCAD/SSN



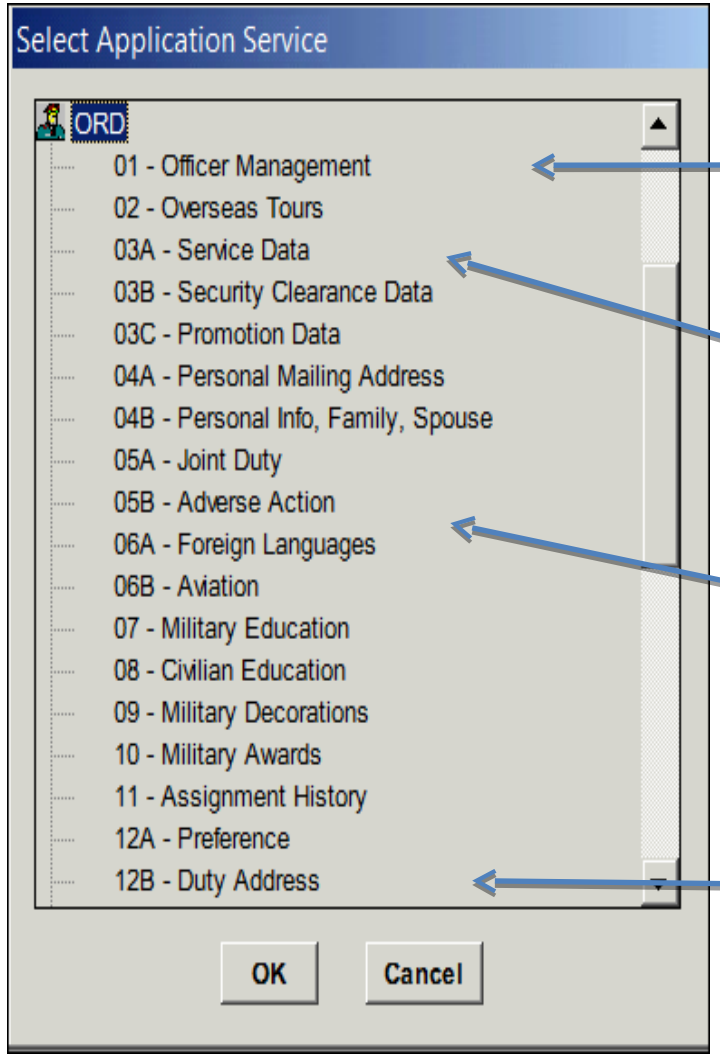
DAPMIS PHOTO



OFFICER RECORD BRIEF- SINGLE



ORD APPLICATION SERVICE



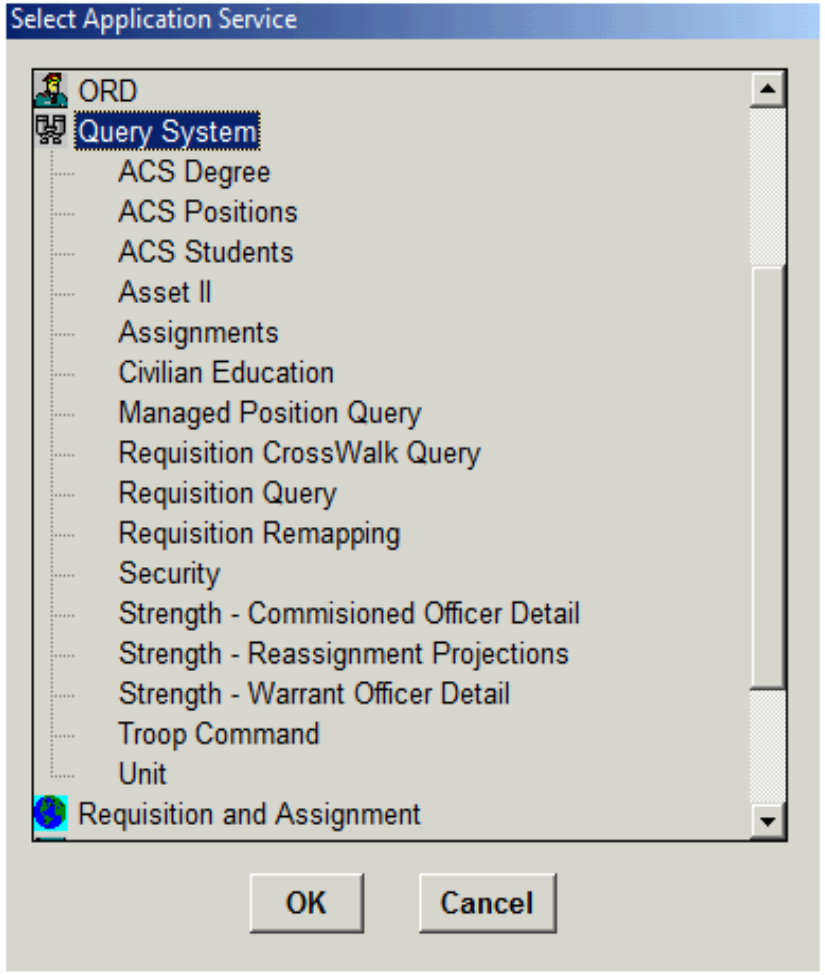
The Officer management screen is a read only screen for field users and contains a “snapshot "of critical data elements for the officer – to find what all the data elements mean, use the “TESS SEARCH” tool.

The Service Data screen provides read only information on the officer’s service data and related dates. This information is top fed and cannot be changed by the field user. To find what all the data elements mean, use the “TESS SEARCH "tool.

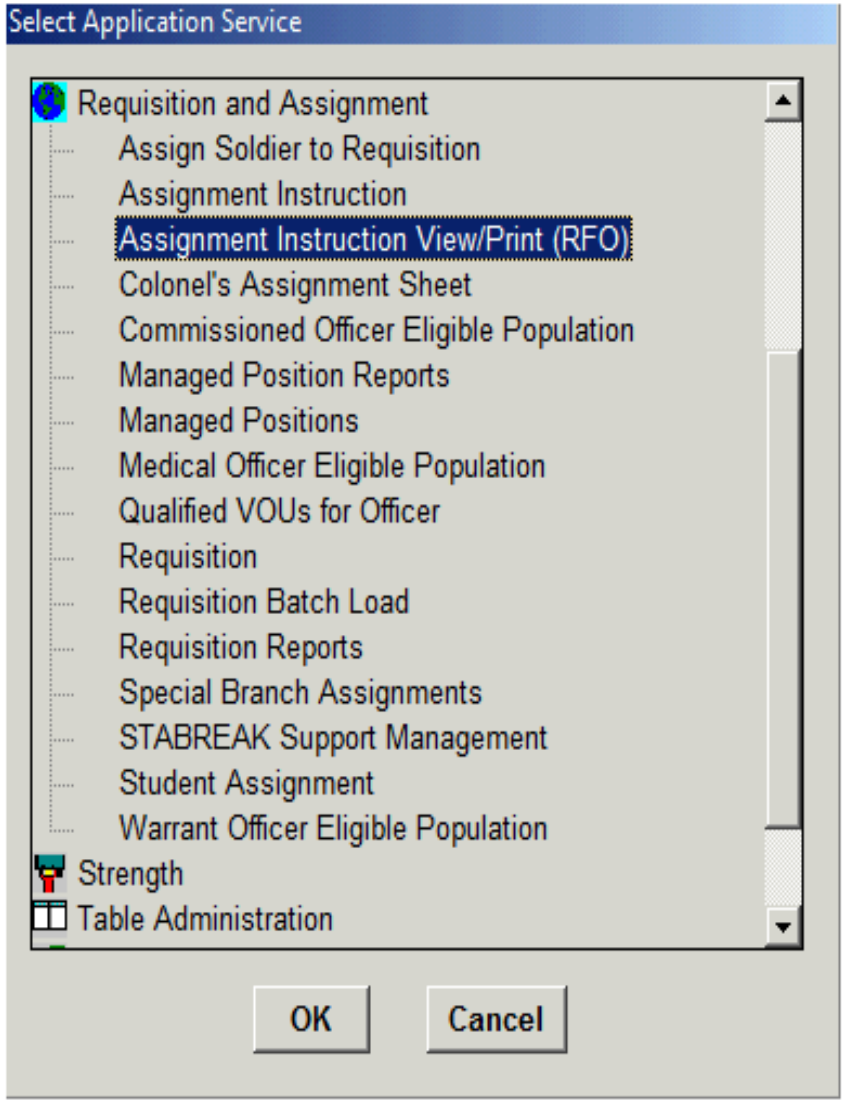
The Adverse Action screen is a read only screen that provides information on any adverse action currently imposed on the officer. Field users can make inputs in eMILPO under the Personnel Services Main Menu. Guidance on initiating a FLAG is found in AR 600-8-2 and the eMILPO Functional Guidance.

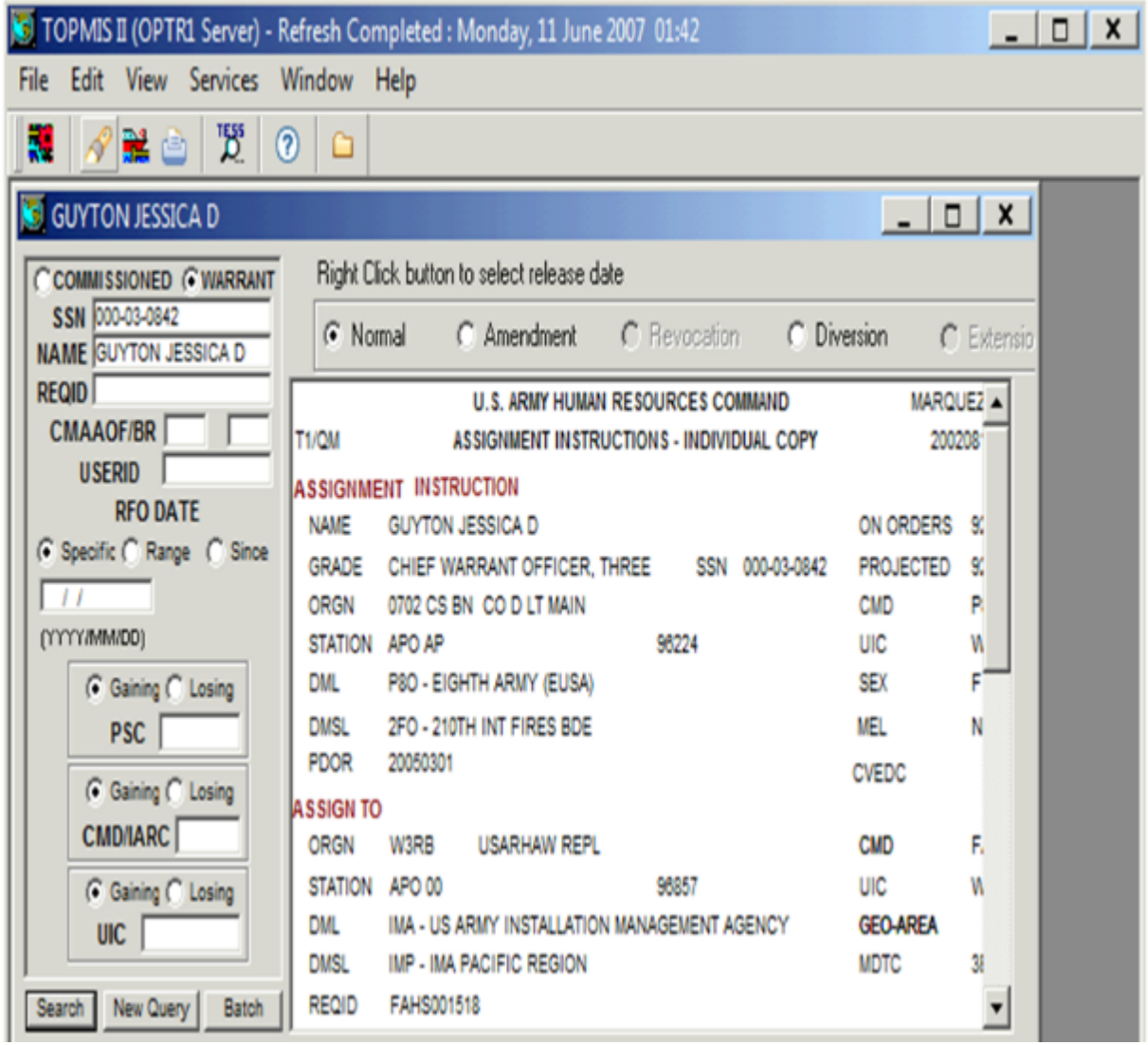
The Duty Address Screen provides contact information on an officer’s current duty assignment. Unit and location fields are top fed. Field users will make updates through eMILPO.

QUERY SYSTEM

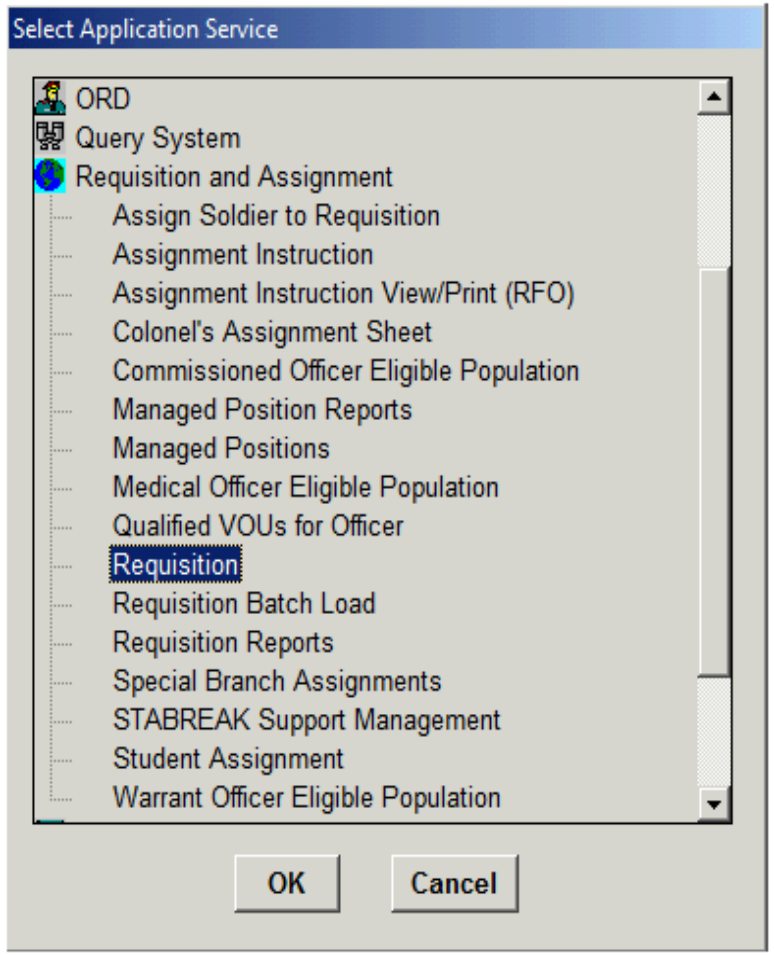


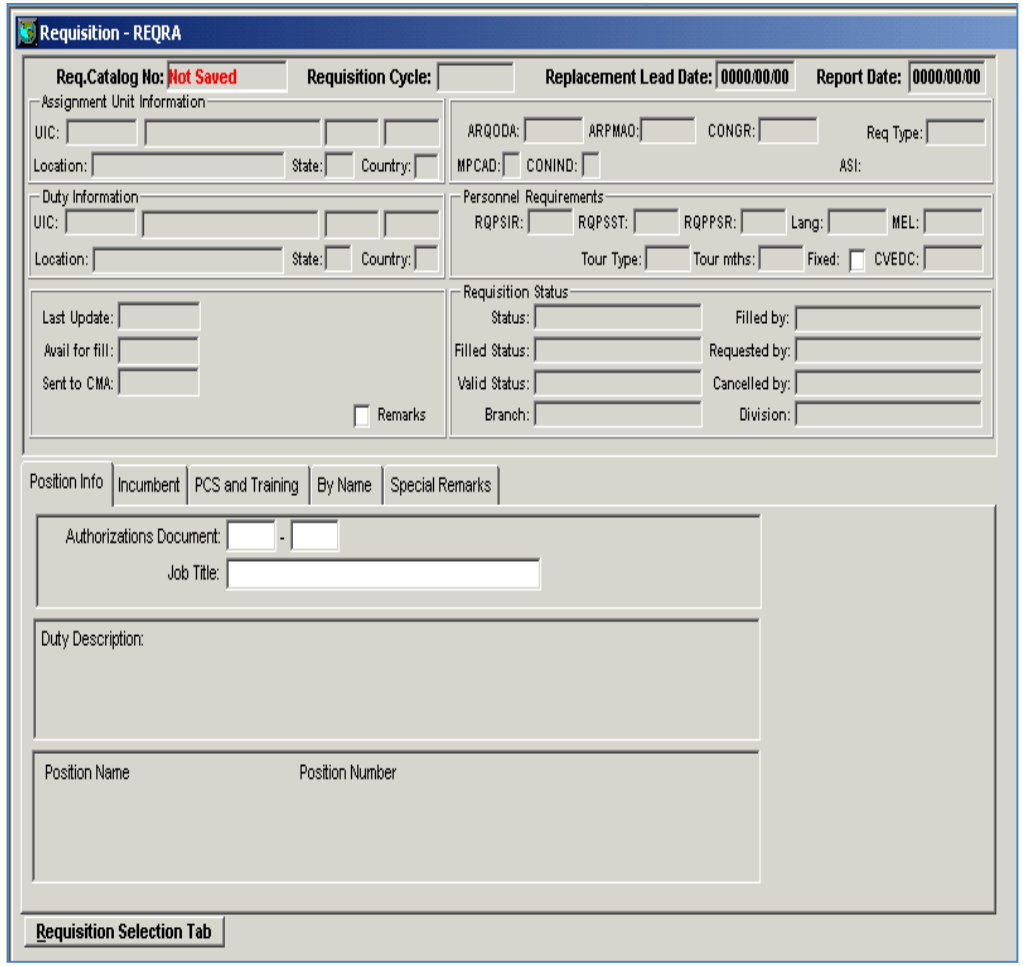
REQUISITION AND ASSIGNMENTS



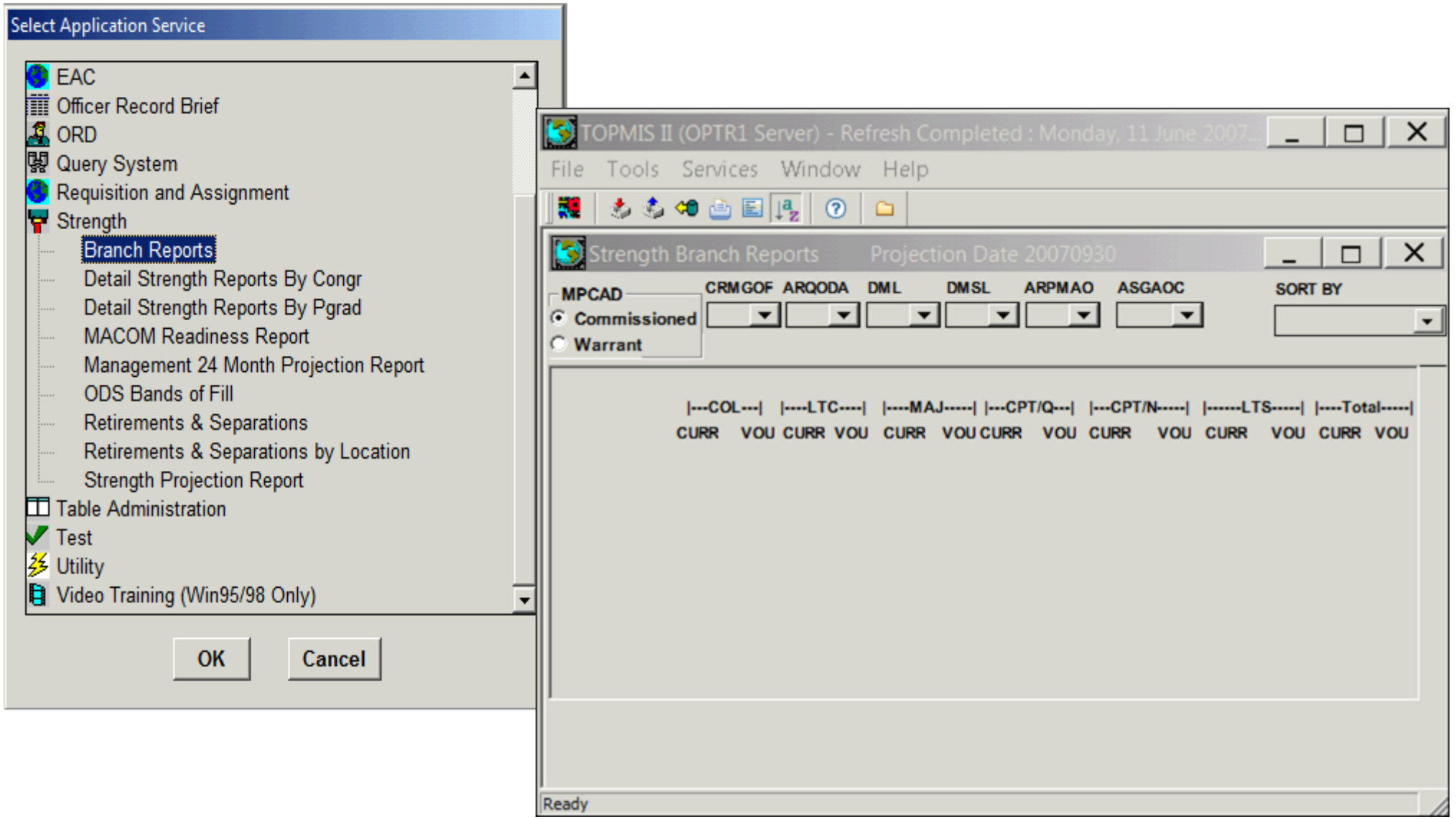


REQUISITIONS

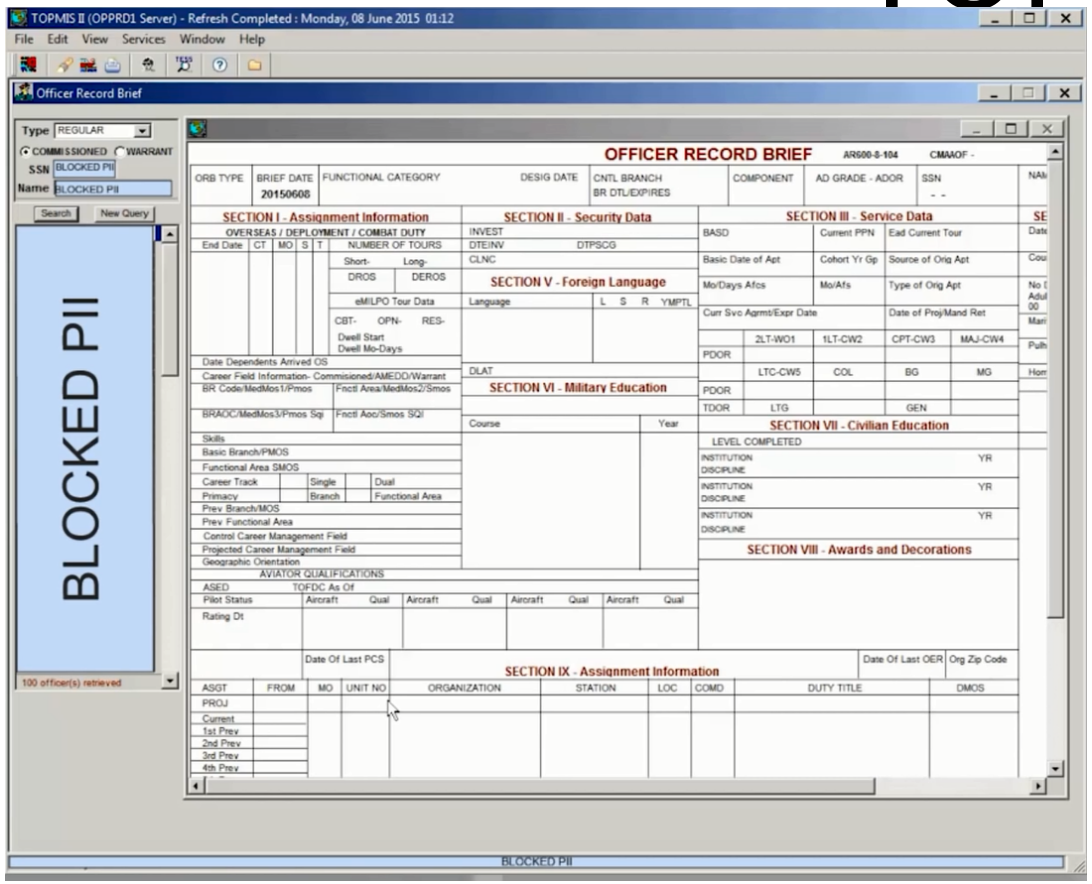


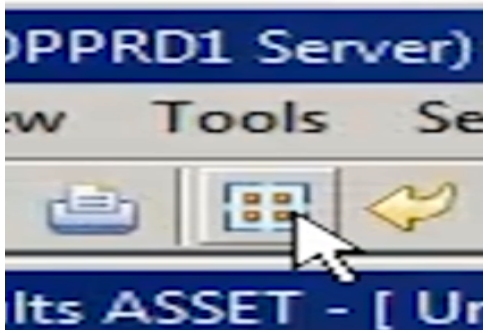


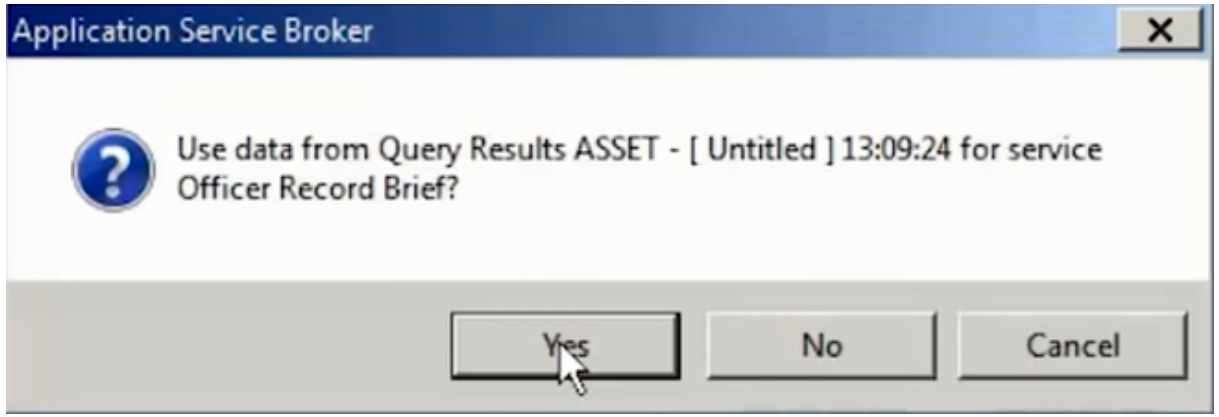
STRENGTH


Select Application Service
EAC
Officer Record Brief
ORD
Query System
Requisition and Assignment
Strength
Branch Reports
Detail Strength Reports By Congr
Detail Strength Reports By Pgrad
MACOM Readiness Report
Management 24 Month Projection Report
ODS Bands of Fill
Retirements & Separations
Retirements & Separations by Location
Strength Projection Report
Table Administration
Test
Utility
Video Training (Win95/98 Only)
OK
Cancel
TOPMIS II (OPTR1 Server) - Refresh Completed : Monday, 11 June 2007
File Tools Services Window Help
Strength Branch Reports Projection Date 20070930
MPCAD
Commissioned
Warrant
CRMGOF ARQODA DML DMSL ARPMAO ASGAOC
SORT BY
|---COL---| |----LTC----| |----MAJ-----| |---CPT/Q---| |---CPT/N-----| |------LTS-----| |----Total-----|
CURR VOU CURR VOU CURR VOU CURR VOU CURR VOU CURR VOU CURR VOU
Ready

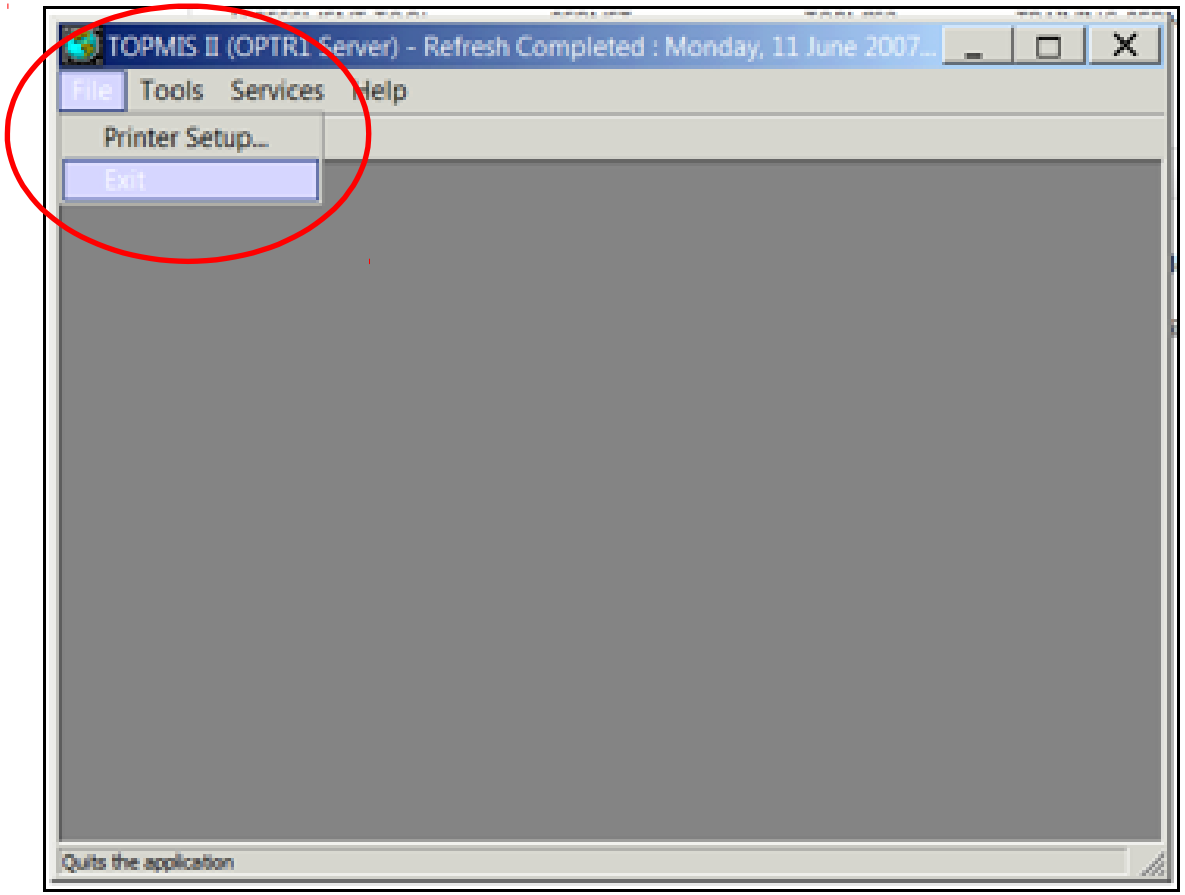
HOW TO BATCH ORBS IN TOPMIS II


TOPMIS II (OPPRD1 Server) - Refresh Completed : Monday, 08 June 2015 01:12
File Edit View Services Window Help
Officer Record Brief
OFFICER RECORD BRIEF
SECTION I - Assignment Information
SECTION II - Security Data
SECTION III - Service Data
SECTION V - Foreign Language
SECTION VI - Military Education
SECTION VII - Civilian Education
SECTION VIII - Awards and Decorations
SECTION IX - Assignment Information
BLOCKED PII




Application Service Broker
Use data from Query Results ASSET - [Untitled] 13:09:24 for service Officer Record Brief?
Yes
No
Cancel

EXIT TOPMIS II



TERMINAL LEARNING OBJECTIVE

Action: Demonstrate Total Officer Personnel Management and Information System (TOPMIS II) Functions

Conditions: In a classroom environment given internet connectivity, a computer with CAC capability, access to the training database, practical exercise and an awareness of the Operational Environment (OE) variables and actors.

Standards: To meet the standard the student must obtain a score of 80% or higher on a performance- based exam, that includes the following learning activities:

1. Demonstrate TOPMIS Desktop Functions
2. Perform TESS Search Functions
3. Perform TOPMIS II Applications
4. Perform Query Functions

PRACTICAL EXERCISE